



Job title: Staff Assistant

Location: 2151 Michelson Drive Suite 195, Irvine

Department: District Office

Reports to: District Director

KEY JOB RESPONSIBILITIES

- Answer telephone calls and maintain voicemail. Document relevant information from calls and enter constituent messages into IQ, the office's database.
- Manage the front office, greet and screen visitors, monitor delivery and pickup of materials, and assist with various administrative duties.
- Receive, process, and enter the office mail in IQ on a daily basis.
- Print and mail 499 constituent letters.
- Draft constituent correspondence as assigned by the Legislative Correspondent.
- Write and mail grant award notification and congratulatory letters.
- Conduct casework intake and management as assigned by the Director of Constituent Services and Outreach.
- Hire and manage district-based intern on a semester basis.
- Staff the Congresswoman as her immediate aide during her time in district, including driving her, ensuring necessary materials, staying on schedule, communicating about or trouble shooting operational issues.
- Responsible for the technical needs of the district office, including serving as the liaison to our IT tech consultant, ordering new technology and office supplies.
- Provide organizational and operational support to District Office functions through attention to detail, strong work ethic, and positive attitude.
- Perform other duties as assigned by the District Director.

MANAGEMENT AND ACCOUNTABILITY

Accountability:

- Reports directly to the District Director.
- Provides regular verbal and written reports to the District Director.
- Has an annual performance review with the District Director and Chief of Staff in August.

Management:

- District Office intern reports directly to the Staff Assistant.

TERMS OF EMPLOYMENT

- Full time employee
- Irregular hours, as needed, including frequent evenings to accommodate time differences between CA and DC offices, as well as frequent evenings and weekends for events or as otherwise requested by the District Director or the Congresswoman.
- Must reside in Orange County, CA, and have a valid driver's license and vehicle.